

Damages Claim Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a claim for damages incurred due to service outages that occurred on [insert dates of outages]. These outages had a significant impact on my [business/personal activities], resulting in [briefly describe damages or losses].

Details of the incidents are as follows:

- Date of Outage: [Date]
- Duration of Outage: [Duration]
- Description of Impact: [Description]
- Estimated Damages: [Estimated Amount]

In light of these events, I kindly request reimbursement for the aforementioned damages. I have attached [any supporting documents, such as bills, emails, etc.] for your review.

Please let me know the next steps in processing this claim. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]